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		*		3	O September	1960
Chief, E	Records Mans	agement Staff				
		Staff Accompl sher 1960 for			1 April 1960)
1.	The follow	ring items are	listed in the	heir order	of significa	nce.
e: *	greater re	Conducted Agen scords disposi- ling" directive action of 8.4%	tion effort, es in all ma.	which brouder operation	ight about	
	form and p tion and h need for o and signir	is de major improcedures which mandling. The over a quarter ag officers' strovements will	ch will stree new procedu of a million ignatures am	amline dispres will el n of authen nually. In	etch prepara iminate the sticating addition,	;
ar =	ED/P compl the entire materials	the development leted the vital Agency. Also repository and 17,000 a year.	t of schedule 1 materials ; o improved pr d reduced EAR	es in all e program cov rocedures i	lements of wrage for n the vital	
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	· ·	30 September 1960
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Chief, E	secords Management Staff	ž.
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	th 30 September 1960 for the Hull Com	
	a. Conducted Agency-wide prog greater records disposition effort,	rams to promote which brought about
	"do something" directives in all ma and a reduction of 8.4% in DD/I rec	jor operating offices,
	b. Made major improvements in form and procedures which will stretion and handling. The new procedured for over a quarter of a million	jor operating offices, ords holdings. The Agency dispatch eawline dispatch prepara- ers will eliminate the on of authenticating
	b. Made major improvements in form and procedures which will stre	ords holdings. In the Agency dispatch emuline dispatch preparations will eliminate the on of authenticating mustly. In addition,
	b. Made major improvements in form and procedures which will stretion and handling. The new procedured for over a quarter of a million and signing officers' signatures at these improvements will reduce materials. The development of schedul DD/P completed the vital materials the entire Agency. Also improved in materials repository and reduced Est	ifor operating offices, fords holdings. If the Agency dispatch sawline dispatch preparates will eliminate the on of authenticating muslly. In addition, wrial costs by \$6,000. Ites in all elements of program coverage for procedures in the vital
	b. Made major improvements in form and procedures which will stretion and handling. The new procedured for over a quarter of a milliound signing officers' signatures and these improvements will reduce mate c. The development of schedul DD/P completed the vital materials the entire Agency. Also improved p	ior operating offices, fords holdings. In the Agency dispatch sawline dispatch preparatives will eliminate the on of authenticating invally. In addition, wrial costs by \$6,000. Ites in all elements of program coverage for procedures in the vital

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